

Interagency Committee of State Employed Women (ICSEW)
Committee Policies and Procedures

3.04 Listserv® Communications

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PURPOSE

This policy has been established to define procedures/standards for use of the ICSEW Listserv® for communication purposes.

SCOPE

This policy applies to all communications provided through the ICSEW Listserv® along with the Communications Committee Chair, the Membership Committee Chair, and the ICSEW Chair.

POLICY

The ICSEW Listserv® shall be used for communication of all official ICSEW business and other business relevant to the ICSEW's purpose and goals. All information submitted through the Listserv® is considered public and may be shared.

PROCEDURE

Listserv® Subscribers

- All ICSEW representatives and alternates shall be added to the Listserv®.
- Other parties expressing an interest in ICSEW events and newsletters shall be added to the Listserv®.
- The Membership Committee Chair (or designee) shall be responsible for adding and deleting Listserv® subscribers through the Listserv® Web site (<http://listserv.wa.gov/>). The Communications Committee Chair or ICSEW Chair shall perform this function in the Membership Committee Chair's absence.
- The Membership Committee Chair, Communications Committee Chair, and ICSEW Chair shall be listed as Listserv® owners in the List Configuration portion of the Listserv® Web site.

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- The Membership Committee Chair, Communications Committee Chair, and ICSEW Chair shall attend a Listserv® training class provided by Department of Information Services staff.

Listserv® Messages

- Any ICSEW member may send messages to the Listserv® within the following parameters:
 - Messages related to ICSEW business at hand.
 - Messages related to issues the ICSEW is studying.
 - Messages requesting professional assistance for members and alternates or an employee of the agency the member and alternate represent.
 - Job announcements may be posted ONLY when the recruitment bulletin is not readily available on the Washington State Department of Personnel Web site (<http://www.dop.wa.gov/jobseekers/>).
 - ICSEW event and training information.
 - Messages that reasonably relate to the purpose and goals of the ICSEW.
- The ICSEW Chair or the Communications Committee Chair may assist in determining if a message is appropriate for submission through the Listserv®.
- The ICSEW Chair and the Communications Committee Chair will monitor information submitted through the Listserv® and provide feedback to submitters or membership if needed.
- Messages will be submitted to the Listserv® through its address at icsew@listserv.wa.gov.

Dissemination of Information

- ICSEW representatives and alternates are responsible for sharing information posted through the Listserv® with their agencies according to agency policy.
- New ICSEW representatives and alternates should ask their former agency representative how they previously shared information within their agency.
- If information was not shared throughout their agency in the past, the representative and alternate shall request instructions from the agency or institutional head (Secretary, Director, Administrator, etc.) or their designee on the preferred method for disseminating information.

Note: Each agency is different in how they disseminate ICSEW information. The options vary from forwarding Listserv® messages agency-wide to posting information on the agency's Intranet.

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RELEVANT LAW AND OTHER RESOURCES

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Board Approved:

Committee Approved: